

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Regulations Specialist		ANNOUNCEMENT NUMBER 0044012	DATES: 06/19/00	OPENING O-U-F	CLOSING (Close of business) 08/18/00	EXPIRATION (For "Open Unit Filed" vacancies remove posting on this date) 08/18/00
SERIES 0301	GRADE GG-5/7/9	KNOWN PROMOTION POTENTIAL TO 13	AREA OF CONSIDERATION <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER		TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT NOT TO EXCEED	
ORGANIZATION LOCATION Office of Administration Division of Administrative Services Rules and Directives Branch			NAME OF IMMEDIATE SUPERVISOR David Meyer			
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS None				

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SPI71 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): **Salary History, Rating Factors, OF-612**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY: CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

PLEASE APPLY AS SOON AS POSSIBLE. APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF 16 CALENDAR DAYS AFTER THE OPENING DATE.

EXPENSES ASSOCIATED WITH RELOCATION WILL NOT BE PAID

As a Regulations Specialist reviews Commission rulemaking actions and provides advice and assistance to ensure compliance with applicable

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates may meet the basic qualifications required by:

1. Having at least one year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE is experience which has provided the candidate with an understanding of the process by which laws and regulations are

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS ARE REQUIRED TO ADDRESS THE RATING FACTORS LISTED BELOW:

1. Ability to learn and apply the principles of NRC's rulemaking program.

(EXAMPLE: Describe your specific education, training and/or experience which demonstrates your ability to learn the principles, concepts,

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FOR ADDITIONAL INFORMATION CONTACT

Jude Himmelberg**Email: JVH****Mail Stop: T 2D32**

TELEPHONE

AREA CODE

NUMBER

301**415-6945**

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Alleendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (25785) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011
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DUTIES OF POSITION - CONTINUED

statutes, Executive Orders, OMB circulars, government-wide publications, requirements and Commission policies. Drafts regulations and Federal Register notices publication. Monitors NRC action on assigned rulemakings.

QUALIFICATIONS REQUIRED - CONTINUED

developed and the principles of English grammar sufficient to draft material for publications; OR

2. A combination of education and experience.

SUBSTITUTION OF EDUCATION: To meet basic qualifications at the:

GG-5: 4 year course of study above high school leading to a bachelor's degree.

GG-7: 1 full year of graduate level education OR a bachelor's degree with superior academic achievement.

GG-9: 2 full years of progressively higher level graduate education or master's or equivalent graduate degree.

NOTE: Education and experience may be combined for all grade levels

MODIFIED QUALIFICATION STANDARDS WILL BE APPLIED AS FOLLOWS: All candidates must have at least one year of experience which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position. To be creditable, this experience must have been equivalent in difficulty and responsibility to that of the next lower grade in the Federal service. PLEASE NOTE: MODIFIED QUALIFICATION STANDARDS WILL ONLY BE USED FOR REASSIGNMENTS OR VOLUNTARY CHANGES TO LOWER GRADES. THIS AUTHORITY WILL NOT BE USED FOR PLACEMENT TO A HIGHER GRADE, EXCEPT WHERE THE EMPLOYEE PREVIOUSLY COMPETED, WAS SELECTED, AND HELD A POSITION AT THAT GRADE OR HIGHER GRADE LEVEL.

RATING FACTORS - CONTINUED

policies, and/or practices involved in drafting and promulgating a rule or other regulatory document.)

2. Ability to draft documents in an articulate manner in order to achieve a clear statement of ideas.

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RATING FACTORS - CONTINUED

(EXAMPLE: Describe specific work experience, training and developmental assignments which demonstrate your ability to draft documents. Provide specific examples and accomplishments.)

3. Ability to communicate effectively orally and in writing.

(EXAMPLE: Describe specific education, training, and/or experience that has enabled you to effectively communicate ideas, information, conclusions, and recommendations to a person or group of people. Describe any reports, essays, research papers, term papers, briefings, interviews you conducted. Discuss your approach to researching topics, analyzing the facts, and organizing the material in a clear, concise and logical form.)

4. Demonstrated ability to meet and deal effectively with people.

(EXAMPLE: Describe the various levels of individuals you interact with and for what purpose. Describe specific education, training, and/or experience which has enabled you to acquire human relations and interpersonal skills. Explain how these skills fostered your ability to work effectively with people either individually or in a group or team environment; enabled you to effectively exchange information, provide advice, or resolve complaints and concerns of a person or group of people; or enabled you to convince, persuade to a person or group of people your point, idea, or recommendation.)

5. Demonstrated ability to effectively present information, ideas, and advice orally, and in writing.

(EXAMPLE: Describe specific education, training, and/or experience which has enabled you to effectively communicate ideas, information conclusions, and recommendations to a person or group of people in a clear, concise and logical manner, orally, and in writing. Describe any reports, essays, research papers, term papers, briefings, or speeches you wrote; and any presentations, speeches, briefings, interviews you conducted.)

NOTE: Breadth, recency and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

PLEASE SUBMIT RESUME INCLUDING SALARY HISTORY, SF-171 OR OF-612 AND STATEMENT ADDRESSING THE RATING FACTORS TO:

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RATING FACTORS - CONTINUED

U.S. NUCLEAR REGULATORY COMMISSION
OFFICE OF HUMAN RESOURCES
ATTN: JUDE HIMMELBERG
MAIL STOP T-2 D32
WASHINGTON, DC 20555

SALARY RANGE: \$23,304 - \$45,900

CURRENT/REINSTATEMENT-ELIGIBLE FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF AN SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50. STATUS APPLICANTS, BOTH NRC AND OTHER, WHO WISH TO BE CONSIDERED UNDER MERIT PROMOTION AND COMPETITIVE PROCEDURES MUST SUBMIT TWO COMPLETE APPLICATION PACKAGES. IF ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER THE MERIT PROMOTION ANNOUNCEMENT.

VETERAN'S PREFERENCE: IF CLAIMING 5 POINT VETERANS' PREFERENCE, YOU MUST ATTACH A COPY OF YOUR DD-214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, OR OTHER PROOF OF ELIGIBILITY. IF CLAIMING 10-POINT VETERANS' PREFERENCE, YOU MUST ATTACH AN SF-15, APPLICATION FOR 10-POINT VETERANS' PREFERENCE PLUS THE PROOF REQUIRED BY THAT FORM.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.